

CHAPTER 3.04

REVENUE AND FINANCE GENERAL PROVISIONS

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3.04.010 Warrants for Approved Claims.

The Finance Director shall be responsible for drawing warrants upon the Treasurer for the payment of approved claims. Each warrant shall state the fund upon which it is drawn and the Mayor shall sign each warrant and the Finance Director shall countersign each warrant; and no money shall be paid except upon warrants so drawn. The Mayor and Finance Director are hereby authorized to use facsimile signatures on warrants requiring their signatures. (Ord. 15425 §1: February 12, 1990: P.C. §2.04.030: Ord. 7946 §1(part); January 14, 1963).

3.04.020 Payroll for Employees.

The director of each department of the city shall present to the Finance Director claims for wages of all persons employed to perform work, labor, or services for the city in and for any and all departments of the city. Such claims shall be in the form of a payroll duly certified by the director of the department, containing the names of all persons employed in the department, the time and the amount due each person on account thereof, and a statement that said amount is correct, reasonable, just, and unpaid. Further, the Personnel Director shall also certify that all persons whose names appear on the payroll have been properly appointed and are being paid in accordance with the ordinances of the city pertaining to employment by the city. Each director is hereby made and appointed the duly authorized agent of such employees for the purpose of signing and verifying the payroll claims of said employees. When the employee endorses the warrant issued in payment of such claim, such endorsement shall be deemed ratification of the appointment of the respective director as agent for presentation of such claim. (Ord. 15425 §2: February 12, 1990: P.C. §2.10.010: Ord. 3489 §27-401, as amended by Ord. 4211; February 24, 1947).

3.04.030 Officers Not to Retain City Funds.

No city officer collecting money on account of the city shall retain the same, or any part thereof, to satisfy any claims for wages or salary which such officer may have against the city. (Ord. 15425 §3: February 12, 1990: P.C. §2.10.080: Ord. 3489 §27-408; July 6, 1936).

3.04.040 Fees for Certificate or Certified Copy.

Any city officer upon whom the duty devolves is hereby authorized to demand and receive as fees for the use of the city, except where otherwise provided, as follows:

For the use of the corporate seal on any attestation,
acknowledgment or other certificate \$3.00
For typewritten copies of any record, each 100 words \$.90
For photostatic copies, per page \$.25
(Ord. 18452 §1; October 11, 2004: prior Ord. 15425 §4: February 12, 1990: P.C. §2.10.100: Ord. 12443 §1; December 11, 1978: Ord. 3489 §27-410; July 6, 1936).

3.04.050 Legislation; Financial Report.

The administration shall prepare a written report to accompany any proposed resolution or ordinance to be considered by the City Council involving the expenditure of the city's funds, which report shall indicate the amount of such funds involved and the source from which such funds will be obtained. (Ord. 15425 §5: February 12, 1990: P.C. §2.10.115: Ord. 13010 §1; October 6, 1980).

3.04.060 Penalty for Violations.

Any officer violating any provision of this chapter shall be deemed guilty of misconduct in office and liable to removal from office therefor, or to a fine in any sum not to exceed \$100.00. (Ord. 15425 §6: February 12, 1990: P.C. §2.10.120: Ord. 3489 §27-412; July 6, 1936).

3.04.070 Officers Not to Deal in City Warrants.

No officer of this city, nor any deputy, clerk, or employee of any such officer, nor any servant or agent of this city shall directly or indirectly, for their own or another's benefit, deal in the purchase of city warrants, bonds, or other obligations of the city. (Ord. 15425 §7; February 12, 1990: P.C. §2.10.070: Ord. 3489 §27-407; July 6, 1936).